

**Appendix B:**

**ADA Access Self-Evaluation**

**Part 1: Administrative Requirements**

1. Designation of ADA Coordinator
2. Grievance Procedure
3. Town's Employment Practices

**Part 2: Property Inventory**



# Office of the Mayor

One JFK Memorial Drive  
Braintree, Massachusetts 02184

Joseph C. Sullivan  
Mayor

781-794-8100

February 16, 2018

Ms. Melissa Cryan  
Executive Office of Energy and Environmental Affairs  
100 Cambridge Street  
Suite 900  
Boston, MA 02114

Dear Ms. Cryan:

The Town of Braintree employs Kristen Zechello as the ADA Coordinator. The essential function of this position is to perform the administrative and technical work related to the enforcement and interpretation of the Americans with Disabilities Act. The ADA Coordinator is responsible for advising the Town on policies and procedures in conjunction with the Commission on Disabilities relating to ADA issues and is the contact person for disability related questions from employees and residents.

Kristen Zechello, ADA Coordinator, works under the administrative direction the Department of Municipal Licenses and Inspections and the Division of Engineering, and works in accordance with federal, state and local laws and regulations.

Kristen Zechello  
A.D.A. Coordinator  
Town of Braintree, 1 JFK Memorial Drive, Braintree, MA 02184  
781.794.8327 | [kzechello@braintreema.gov](mailto:kzechello@braintreema.gov)

Very truly yours,

A handwritten signature in blue ink, appearing to read "Joseph C. Sullivan", is written over the typed name.

Joseph C. Sullivan



# Department of Municipal Licenses and Inspections

Mary E. McGrath, R.S., Director

1 JFK Memorial Drive – Braintree, Massachusetts 02184

Building Division Telephone: 781-794-8070

Fax: 781-794-8022

Health Division Telephone: 781-794-8090

Fax: 781-794-8098

Joseph C. Sullivan  
Mayor

## Town of Braintree Grievance Procedure under the Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Town of Braintree. The Town's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Kristen Zechello, A.D.A. Coordinator  
Tel. 781.794.8327  
[kzechello@braintreema.gov](mailto:kzechello@braintreema.gov)

Within 15 calendar days after receipt of the complaint, Kristen Zechello, ADA Coordinator, or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Kristen Zechello, ADA Coordinator, or her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Town of Braintree and offer options for substantive resolution of the complaint.

If the response by Kristen Zechello, ADA Coordinator, or her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Mayor, Joseph C. Sullivan or his designee.

Within 15 calendar days after receipt of the appeal, Mayor, Joseph C. Sullivan or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Mayor, Joseph C. Sullivan or his designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Kristen Zechello, ADA Coordinator, or her designee, appeals to the Mayor, Joseph C. Sullivan or his designee, and responses from these two offices will be retained by the Town of Braintree for at least three years.



## Department of Municipal Licenses and Inspections

Mary E. McGrath, R.S., Director  
1 JFK Memorial Drive – Braintree, Massachusetts 02184

Building Division Telephone: 781-794-8070      Fax: 781-794-8022  
Health Division Telephone: 781-794-8090      Fax: 781-794-8098

Joseph C. Sullivan  
Mayor

March 6, 2018

Melissa Cryan  
Executive Office of Energy and Environmental Affairs  
100 Cambridge St  
Suite 900  
Boston, MA 02114

Dear Ms. Cryan,

This communication is being sent to confirm that the Town of Braintree strictly adheres to an Equal Employment Opportunity Affirmative Action Plan. All applicable Federal and State legislation, executive orders and rules and regulations including the following, Title II of the Civil Rights Act of 1964, The Age Discrimination in Employment Act of 1967, Section 504 of the Rehabilitation Act of 1973, M.G.L. c. 151B s4 (1), as amended by Chapter 533, 1983 and Title II of the ADA, employment provision requirements of State and Local Government Entities that are public employers are followed. Any accommodation requests for employees or prospective employees may be made to my office or to that of the Director of Human Resources, Karen Shanley 781-794-8264.

All programs, trips, events and services under the jurisdiction of the Recreation and Community Events Department are available to all members of the community. Accessible transportation is available on trips outside the community at no additional cost. Any accommodation requests for programs or events should be made to either my office or that of the Director of Recreation and Community Events, Nelson Chin at 781-794-8910.

Sincerely,

A handwritten signature in black ink, appearing to read "Kristen Zechello", is written over a large, stylized flourish.

Kristen Zechello  
A.D.A. Coordinator  
Town of Braintree  
1 JFK Memorial Drive  
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**TOWN OF BRAINTREE**  
**PERSONNEL POLICY & PROCEDURES**  
**EQUAL EMPLOYMENT OPPORTUNITY**  
**AFFIRMATIVE ACTION PLAN**

<b>POLICY</b>	The Town of Braintree’s policy is to ensure equal employment opportunity for all without regard to race, sex, color, religion, age, national origin, sexual orientation, genetic information, gender identity, veteran’s status, disability (where it does not fundamentally alter the job, program, or activity) or on the basis of other non-job related characteristics. In establishing the affirmative action plan, the Town of Braintree has committed to the Massachusetts Commission Against Discrimination goal setting procedure to correct deficiencies over a reasonable period of time.
<b>SCOPE</b>	This policy and procedure is applicable to all Town of Braintree employees and employment applicants.
<b>DEFINITIONS</b>	<p>The Town of Braintree is committed to complying with all applicable Federal and State legislation, executive orders and rules and regulations including the following:</p> <ol style="list-style-type: none"> <li>1. Title II of the Civil Rights Act of 1964 (42 USC s2000e <u>et seq</u>), which prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin; and</li> <li>2. The Age Discrimination in Employment Act of 1967 (29 USC s621 <u>et seq</u>), which prohibits discrimination in employment on the basis of age with regard to those individuals who are at least 40 years of age, but less than 65 years of age; and</li> <li>3. Section 504 of the Rehabilitation Act of 1973 (29 USC s794), and the regulations promulgated pursuant thereto (45 CFR Part 84), which prohibit discrimination against qualified handicapped individuals on the basis of handicap and requires employers to make reasonable accommodations to known physical or mental limitations of otherwise qualified handicapped applications and employees; and</li> <li>4. M.G.L. c. 151B s4 (1), as amended by Chapter 533, 1983, which prohibits discrimination in employment on the basis of race, color, sex, religious creed, national origin, ancestry, age or handicap,</li> </ol>

	<p>In addition, the Provider agrees to be familiar with and abide by:</p> <ul style="list-style-type: none"><li>• Massachusetts Executive Order 524</li><li>• Massachusetts Executive Order 526</li><li>• Equal Pay Act of 1963</li><li>• Massachusetts Architectural Barriers Board Act</li><li>• Federal Executive Orders 11246 and 11375 as amended.</li></ul> <p>All employees, unions, sub contractors and vendors must make genuine consistent efforts:</p> <ol style="list-style-type: none"><li>1. To ensure equal employment opportunities for present and future employees, and</li><li>2. To implement affirmative action, as legally required, to remedy the effects of past employment discrimination and social inequalities.</li></ol> <p>This policy prohibits that any employee, or applicant, be subjected to coercion, intimidation, interference or discrimination for filing a complaint or assisting in an investigation under this program. No portion of this <u>Equal Employment Opportunity/Affirmative Action Policy</u> shall be construed as conflicting with any existing or future judicial or legislative mandate where a constriction consistent with that mandate is reasonable.</p> <p>This policy applies to all employment related functions, including but not limited to recruiting, hiring, training, compensation, promotion, benefits, transfers, layoffs, return from layoffs, and social/recreational programs.</p>
<p><b>PROCEDURE</b></p>	<p>The Human Resources Department is responsible for the preparation of a written Equal Employment Opportunity/Affirmative Action Program and for the coordination of efforts to implement this program. Such efforts include:</p> <ul style="list-style-type: none"><li>• Recruitment: all advertisements and job postings will identify the Town as an “Equal Opportunity Employer.” Efforts will be made to include help wanted advertisements that serve minority populations and females.</li><li>• Promotions and Demotion: The Town will work toward providing qualified minorities, persons with disabilities, veterans and females the opportunity for promotion.</li><li>• Layoffs and terminations: Reduction of force, when necessary, shall be done with an objective criterion and without unlawful discrimination. Layoffs will be conducted according to seniority within the various Town Unions. Bumping rights will apply.</li></ul>

	<ul style="list-style-type: none"><li>• <b>Compensation and Benefits:</b> The town will pay all personnel fairly according to their job classification. Merit increases will be granted according to the individual Union contracts to qualifying employees where a performance evaluation was conducted, in writing.</li><li>• <b>Facilities and activities:</b> shall be accessible to the disabled to the fullest extent possible and shall be offered on a non-segregated, non discriminatory basis. Reasonable accommodation will be provided.</li></ul>
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**Approved:**

**Date:**

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12/19/12

## Open Space and Recreation

### Property Inventory

The following property inventory and assessment was updated in February 2018 for areas under the jurisdiction of the Recreation Department, Conservation Commission and the Weymouth Braintree Regional Recreation Conservation District.

The facility inventory revealed that the vast majority of town owned open space lacks designated accessible parking and pathways. Most of the parks are grass surface with no pathway. Each park and/or open space area is listed below with recommendations for access improvements. It should be noted that wherever a recommendation is made for accessible surfacing under and around playground equipment this means replacement of wood and rubber fiber material with either an ADA compliant pour in place rubber surfacing or artificial turf that is also considered fall safe by playground safety standards.

1. **Abraham Lincoln Park** – (located across from 179 Hobart Street) - The property is irregularly shaped but level with the back third of the property sloping downward. The primary surface is grass. Facilities at this location include playground equipment along with a basketball court. Parking is limited to on street only.

#### ***Recommendations:***

- It is recommended that an accessible travel path (compacted stone dust or asphalt) to both the playground equipment area and basketball court be created.
- Accessible play equipment should be added after an analysis to assess minimum number of required ground level play components vs. elevated play components is completed (using 2010 Standards).
- Accessible play surfacing under and around play equipment must be added.
- Given the topography of the portion of Hobart Street on which the playground fronts, no accessible parking designations are recommended.

2. **Adams St. Park** – (Adjacent to 479 Commercial Street) – The property is fairly rectangular and level. The primary surface is grass. Facilities include a baseball field, playground equipment and a basketball court. There are also picnic tables and bench seating provided. Only on street parking exists at this location.

#### ***Recommendations:***

- Given the width and traffic on Commercial Street no on street accessible parking designation is recommended.
- A pedestrian crosswalk and corresponding curb ramps should be provided at park entrance on Commercial Street.
- It is recommended that an accessible travel path (compacted stone dust or asphalt) to the playground equipment, basketball court and baseball field areas be created through compliant fence openings on Commercial Street.
- Accessible play equipment should be added after an analysis to assess minimum number of required ground level play components vs. elevated play components is completed (using 2010 Standards).
- Accessible play surfacing under and around play equipment must be added.
- Accessible seating should be provided at picnic tables.

3. **Berwick Park** – (Located at the end of Berwick Street off of Shaw Street) - Berwick Park is fairly rectangular in shape but slopes downward from right to left and in the immediate front portion of the lot. The primary surface is grass. Facilities at this location include playground equipment and a basketball court. Parking is limited to on street only.

***Recommendations:***

- It is recommended that an accessible travel path (compacted stone dust or asphalt) to the playground equipment and basketball court be created.
- Accessible play equipment should be added after an analysis to assess minimum number of required ground level play components vs. elevated play components is completed (using 2010 Standards).
- Accessible play surfacing under and around play equipment must be added.
- 
- Given the narrowness of Berwick Street and the close proximity of residential driveways to the entrance to the park, no accessible parking designations are recommended.

4. **Davis Park** - (Intersection of Faxon & Commercial Streets) – The property is irregularly shaped but level. The primary surface is grass. Facilities at this location include playground equipment and a basketball court. Benches and picnic table seating are both provided. Parking is limited to on street only.

***Recommendations:***

- It is recommended that an accessible travel path (compacted stone dust or asphalt) to the basketball court and playground equipment be created.
- Accessible play equipment should be added after an analysis to assess minimum number of required ground level play components vs. elevated play components is completed (using 2010 Standards).
- Accessible play surfacing under and around play equipment must be added.
- Accessible seating should be added at picnic tables.
- It is also recommended that accessible parking designation along the park side of Faxon Street adjacent to the park entry be established given the relative level topography and width of the roadway.

5. **Dyer Hill Playground** – (Adjacent to 1251 Washington Street) - The property is irregularly shaped but level. The primary surface is grass with a compacted travel path leading from the park entry to playground equipment. Facilities at this location include playground equipment, and a basketball court. There is room between the play structures for easy movement and access. The picnic tables are located in the grass and do not have a hard surface path leading up to them. Parking is limited to on street only.

***Recommendations:***

- It is recommended that routine compaction and grading of existing travel path occur.
- Given the narrowness of the entry to the park, no accessible parking designations are recommended.
- It is recommended that an accessible travel path (compacted stone dust or asphalt) to the basketball court be created.
- Accessible play equipment should be added after an analysis to assess minimum number of required ground level play components vs. elevated play components is completed (using 2010 Standards).
- Accessible play surfacing under and around play equipment must be added.

6. **French's Common** – 1 J.F.K. Memorial Drive – The property is irregularly shaped but level. The park has two primary entries on both Tremont Street and JFK Memorial Drive. The primary surface is grass with asphalt access paths leading from Tremont Street to courts and playground equipment. Facilities at this location include playground equipment, basketball and tennis courts, and a baseball field. There are benches and picnic tables. Accessible parking is provided on the Tremont Street side access in the Town Hall parking lot provided at the JFK Memorial Drive entry.

***Recommendations:***

- It is recommended that an accessible travel path (compacted stone dust or asphalt) to the playground equipment, baseball field, tennis and basketball courts be created.

- It is recommended that an accessible parking space adjacent to the park entry on JFK Memorial Drive be established.
- Accessible play equipment should be added after an analysis to assess minimum number of required ground level play components vs. elevated play components is completed (using 2010 Standards).
- Accessible play surfacing under and around play equipment must be added.
- Accessible seating should be provided at picnic table area.

7. **Furlong Park** – (1 Pond Street) – The park is fairly rectangular in shape but slopes downward at its entry off of both Washington and Pond Street. The primary surface is grass with established pedestrian travel paths. Facilities include benches. No off street parking is provided and given the location of this park at the intersection of Pond and Washington Streets and the established traffic patterns and street width, on street parking is not advised.

***Recommendations:***

- No recommendations are made at this time.

8. **Leon Harris Playground** - (Adjacent to 14 Perry Street) – The lot is irregularly shaped and slopes upward toward the back of the property. The primary surface is grass. Facilities include playground equipment and a basketball court. Parking is limited to on street only.

*\*It should be noted that there have been capital funds allocated to rebuild this playground and it will comply with ADA Standards for Parks and Playground design (completion expected FY 2018).*

9. **Highland's Park** – (2001 Washington Street) – The property is triangular in shape and level. The primary surface is grass with established travel paths. Facilities include playground equipment. The playground is served by an off street parking lot containing 114 spaces with one van accessible and one regular accessible parking space.

***Recommendations:***

- It is recommended that three additional accessible parking spaces and access aisle be created adjacent to park entry.

10. **Hollingsworth Playground and Baseball Fields** – (382 Pond Street) The Park overall is irregularly shaped but level. The primary surface is grass. Facilities include baseball fields with dugouts and spectator stands, accessible bathrooms and a concession stand and a playground area. Artificial turf is the surface at this playground area and some of the play equipment is accessible. The park is served by an off street parking lot containing seventy-five parking spaces with two accessible parking spaces.

***Recommendations:***

- Create van accessible parking space with access aisle.
- Create compacted stone dust access path to each dugout for players and each "home and visitor" bleachers for spectators at all fields.
- In addition to access path to bleachers, a 5ft. radius HC area adjacent to bleachers is recommended.
- It is recommended that routine compaction and grading of access paths occur.
- Widen all openings to dugout structures to ensure accessible route (36 inch minimum) allowing 18 inches on latch pull side of gates with accessible gate hardware.
- Increase dugout depth to allow for accessible route and turn radius.
- Regrade all dugouts and access paths to ensure flush with grass areas.
- Cut speed humps and add striping to ensure a clearly marked pedestrian passage along drive path.

11. **Hollis Playground** – (482 Washington Street) – The playground is rectangular in shape and level. The surface for the playground is a combination of grass, pavers, and fall-safe material. Facilities include playground equipment,

basketball and tennis courts. The playground is served by an off street parking lot containing forty parking spaces with one van accessible and two regular accessible parking spaces.

***Recommendations:***

- Accessible play surfacing under and around play equipment must be added.
- It is recommended that accessible travel paths (compacted stone dust or asphalt) to the basketball and tennis courts be created.

12. **Mattulina Park** – (Intersection of E. Boscobel St. and Kendall Avenue) – The Park is rectangular in shape and fairly level. The primary surface is grass. Facilities include benches and picnic tables, a baseball field and playground equipment. Parking is limited to on street only. There are openings on both E. Boscobel St and Kendall Ave. sides of the park that are inaccessible due to a pole in the middle of each opening.

***Recommendations:***

- It is recommended that an accessible travel path (compacted stone dust or asphalt) to both the playground equipment area and baseball field be created from a barrier-free, compliant gate opening at each side of the park.
- Accessible play equipment should be added after an analysis to assess minimum number of required ground level play components vs. elevated play components is completed (using 2010 Standards).
- Accessible seating at picnic tables should be added.
- Accessible play surfacing under and around play equipment must be added.
- Establish an accessible on street parking space adjacent to park entry.

13. **Penniman Park** - (71 Cleveland Avenue) – The playground is rectangular in shape and has a gradual slope downward from front to back leveling off half way through property. The primary surface is grass. There are benches and picnic tables provided. Facilities include playground equipment, a basketball court and baseball field. Although a portion of the park has an accessible route, this is not connected to the different areas. Parking for the park is served by an off street parking lot containing fifty spaces with one van accessible space and two regular accessible spaces.

***Recommendations:***

- Designate a parallel parking space adjacent to mid-way point between baseball field and playground equipment as an accessible space.
- Accessible seating at picnic tables should be added.
- Provide accessible travel path (compacted stone dust or asphalt) from parking space to playground equipment, baseball field and basketball court.
- Accessible play equipment should be added after an analysis to assess minimum number of required ground level play components vs. elevated play components is completed (using 2010 Standards).
- Accessible play surfacing under and around play equipment must be added.

14. **Jonas Perkins Park**- (Intersection of Liberty & Commercial Streets) – The park is irregularly shaped and slopes upward from Commercial Street to the back of the property. The primary surface is grass. Facilities include benches. The park is served by a small parking lot which does not have striped parking.

***Recommendations:***

- Establish van accessible parking space and access aisle in parking lot.
- It is recommended that accessible travel paths (compacted stone dust or asphalt) from parking area to benches be created.

15. **Smith Beach**- (Vinedale Road) – The beach property is rectangular in shape and slopes downward from Vinedale Road to median high-tide line. The primary surface is sand. Facilities aside from beach

access include public toilet rooms. Parking is served by an ancillary parking lot across from the beach entry containing seventy-nine parking spaces. The property also contains a single story block structure providing accessible sink and toilet for both men and women.

***Recommendations:***

- Create accessible “causeway” to median high-tide line.
- Designate one van accessible and two regular accessible parking spaces with access aisle in ancillary parking lot.
- Re-grade access ramp to bathroom entry to eliminate threshold.
- Install portable access walkway seasonally.

16. **Sunset Lake** - (30 Safford Street) - The property is irregular in shape but level. The primary surface is a mixture of grass and sand and concrete access paths. Facilities include playground equipment, public bathrooms, beach access and a gazebo. Off street parking is provided by a paved lot containing one hundred and thirteen parking spaces with one van and two regular accessible parking spaces.

***Recommendations:***

- Add two additional accessible spaces adjacent to playground area.
- It is recommended that an accessible travel path (compacted stone dust or asphalt) to the playground equipment area be created.
- Accessible play equipment should be added after an analysis to assess minimum number of required ground level play components vs. elevated play components is completed (using 2010 Standards).
- Accessible play surfacing under and around play equipment must be added.
- Add striping to left parking space near garage/bathroom structure to ensure accessible route to building from parking lot.
- Because of its close proximity to both a parking lot and a body of water a fence around the playground area is recommended for safety with ADA compliant gate and hardware.

17. **Noah Torrey Park**– (90 Pond Street) – The Park is irregularly shaped but level. The primary surface is grass. Facilities include a basketball court and playground equipment. Parking for the park is served by municipal off street parking with accessible parking spaces in lot serving Town offices on the same property.

***Recommendations:***

- It is recommended that an accessible travel path (compacted stone dust or asphalt) to both the playground equipment area and baseball field be created.
  - Accessible play equipment should be added after an analysis to assess minimum number of required ground level play components vs. elevated play components is completed (using 2010 Standards).
  - Accessible play surfacing under and around play equipment must be added.
  - Establish accessible parking space on street adjacent to playground.

18. **Watson Park** – (9 Gordon Road) The property is fairly rectangular in shape and level. The primary surface is grass. Facilities include baseball fields, playground equipment, walking paths and a splash pad. Off street parking is provided by a lot containing thirty-nine parking spaces with one accessible parking space provided. The public can access the park by entering narrow openings in the fence which are not wide enough for a wheelchair to enter. There is an asphalt path leading to several of the baseball seating areas and snack bar/bathroom building however, the seating areas are not accessible. Most of the dugout structures are inaccessible. Inside the park there are no hard surfaces for access to the playing fields and bleachers. There is a path accessing the picnic areas of the park. There is an accessible route from the street to the play area however, no access path around the playground area and there are also no accessible play components.

***Recommendations:***

- Create one additional accessible parking space and one van accessible parking space with access aisles within the parking lot.
- It is recommended that an accessible travel path (compacted stone dust or asphalt) to both the baseball fields and the splash pad be created.
- Accessible play equipment should be added after an analysis to assess minimum number of required ground level play components vs. elevated play components is completed (using 2010 Standards).
- Accessible play surfacing under and around play equipment must be added.
- Establish accessible parking space on street adjacent to playground.

19. ***Pond Meadow Park*** - The public can access the park by either foot or vehicle. The parking lot has several accessible spaces. A person with disabilities can access the paved trails easily from the parking lot. The trails and paths are paved with asphalt, except in a few areas where the trails are packed gravel and dirt. The picnic area has one table accessible by wheelchair.

20. ***Conservation Land*** - The Town's three main areas of conservation land have very limited parking and no designated accessible spots. Terrain is unimproved and uneven dirt trails.

***21. Trail & Forest Areas***

Cranberry Pond, Cochato River, Eaton's Pond and Town Forest have unsurfaced trail networks with varying degrees of signage and mapping. These areas have, if any, very limited and unimproved parking. The only accessible nature trails are provided at Pond Meadow Park and parking is accessible.

***Recommendations for Pond Meadow, Conservation and Trail/Forest Areas:***

- Goals of this plan should be to improve access on these trails by creating firm stable and unobstructed accessible routes as well as provide better parking opportunities at trailheads. Every effort to incorporate ADA compliant parking spaces will be made over the course of the plan implementation. If bathroom facilities are added, they shall be compliant as well as any portable toilets that are placed seasonally in these areas, shall be HC accessible.

***Prepared by:***

Kristen Zechello  
A.D.A. Coordinator  
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